

▶ MISSION

Honoring lives and enriching caregivers.

▶ VISION

Provider of choice for creating meaningful experiences.

▶ CORE VALUES

COMMITMENT TO CUSTOMERS

We **treat all with care and empathy**, support our **communities**, and value our **relationships**.

QUALITY

We provide **exceptional service** and **outstanding products** that together, **deliver premium value**.

INTEGRITY & RESPECT

We **honor our commitments** and treat customers, partners, and each other with **dignity**.

COURAGE & COMPASSION

We have the **strength** to **do what is right** for our customer, the business, and one another.

EXCELLENCE IN EXECUTION

We are **accountable for our actions**, always **strive for excellence**, and **deliver positive results**.

CONTINUOUS IMPROVEMENT

We have a spirit of **learning & development** to **foster innovation** and an **on-going pursuit of excellence**.

VERTIN

POSITION PROFILE:

Manager, Human Resources

TWIN CITIES, MINNESOTA

Vertin is seeking a highly motivated, versatile, and innovative Human Resources Manager to lead the HR function for over 500 associates across seven states. You will need a strong desire to make a meaningful contribution to Vertin by leveraging your HR expertise and business acumen, while being a hands-on leader. In addition, you will collaborate with leadership as a strategic business partner. The bulk of the role will be coordinating and working within all functions of the HR Department including Employee Relations, Benefits and Compensation, Workforce Planning, Recruiting, and HR Data Management, but there is also a great opportunity for developing processes and refining systems.

Vertin is a progressive organization dedicated to our caregivers and upholding high standards of care. As a leader in this role, you will have access to exceptional mentoring and professional development opportunities.

TO APPLY:

We have a legacy of superior service and a strong vision for the future. If you are interested in bringing your talents to our team, please email your cover letter and resume to careers@vertin.com.

VERTIN HISTORY AND TODAY

From the first Vertin Company funeral conducted in 1904, providing professional, first-class funeral service has been our priority and creating meaningful experiences for families has been our passion. We have a long history of stability and financial security as a privately held funeral business. With locations spanning the Midwest, we are a diverse group of over 500 individuals inspired by a shared commitment to making a difference in people's lives.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Employee Relations

- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Provide support, confidentiality, guidance, and coaching to leaders regarding policy, employee performance management, leadership skills, conflict resolution and compliance.
- Conduct thorough investigations relating to harassment, conflict resolution, discrimination etc.
- Provide support and guidance to leadership, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Serve as a resource and advisor for leaders and employees by building professional relationships and supporting Vertin's core values.
- Interpret and communicate policies and procedures to leaders and employees to ensure fair and consistent practices.
- Coordinate annual performance evaluation process.

Benefits and Compliance

- Oversee benefit administration, open enrollment and coordinating benefit processes with third party vendor.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Lead Vertin compliance with all government and legal reporting requirements including any related to Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, Workers' Compensation, Occupational Safety and Health Administration (OSHA), Affordable Care Act (ACA), Unemployment, and so forth.

Compensation

- Oversee compensation policy and maintain compensation program.
- Analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Lead competitive market research personally or through a compensation consultant at planned intervals.
- Monitor all pay practices.

Recruiting and Retention

- Develop, implement, and oversee recruitment, retention and hiring standards, procedures and practices.
- Partner with the leadership team to understand and execute the organization's talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Coordinate the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborate with leaders to understand skills and competencies required for openings.
- Track and report HR Metrics including turnover and recruitment statistics on a periodic basis.
- Collaborate with leaders to maintain high-quality job descriptions.

Human Resources Data Management

- Create and maintain accurate and updated HRIS employee records.
- Evaluate procedure and technology solutions to improve human resources data management.

In General

- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Oversee regular updates to Employee Handbook and Supervisor Resource Guide.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly lead, supervise, train, and develop the HR team. Ensure roles and responsibilities are clarified. Maintain systems to measure and evaluate direct reports against established metrics. Carry out supervisory responsibilities in accordance with Vertin policies and management processes, and applicable laws. Responsibilities include but are not limited to interviewing, recruiting, hiring, onboarding, assigning and directing work, evaluating performance, reward and recognition, performance management, and termination. Ensure compliance in all areas for the benefit of employee health and safety.

EDUCATION, EXPERIENCE, CERTIFICATIONS

Bachelor's degree in Human Resources, Business Administration, or related field required. Master's degree in HR or relevant certification is a plus. A minimum of five years' experience in the human resources field with progressively responsible roles and at least three years of human resource management/supervisory experience. Experience in consumer-facing industries, such as funeral service, hospitality, and healthcare is a plus.

SKILLS, QUALIFICATIONS, ABILITIES

The individual must possess these skills and abilities or explain and demonstrate that he or she can perform the essential functions, with or without reasonable accommodation, using some combination of skills and abilities.

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to foster healthy employee relations.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or possess the ability to quickly learn the organization's HR system.
- Ability to provide collaborative leadership and to develop and coach others.